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KSC-STD-6D
May 30, 1995

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July 24, 1992

CARDHOLDER ATTACHMENTS AND ROOM NUMBERS, STANDARD FOR

ENGINEERING DEVELOPMENT DIRECTORATE

National Aeronautics and
Space Administration

John F. Kennedy Space Center



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**CARDHOLDER ATTACHMENTS
AND ROOM NUMBERS,
STANDARD FOR**

Approved:



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CARDHOLDER ATTACHMENTS AND ROOM NUMBERS,
STANDARD FOR

1. SCOPE

This standard establishes uniform design requirements for the identification of rooms and other work areas within buildings and other facilities that are located at the John F. Kennedy Space Center, NASA. This standard is applicable to all new buildings and facilities at KSC.

2. APPLICABLE DOCUMENTS

The following documents form a part of this document to the extent specified herein. When this document is used for procurement, including solicitations, or is added to an existing contract, the specific revision levels, amendments, and approval dates of said documents shall be specified in an attachment to the Solicitation/Statement of Work/Contract.

Governmental

General Services Administration (GSA)

FSN 9905-00-634-1375

Card Label Holder

(Copies of specifications, standards, drawings, and publications required by suppliers in connection with specified procurement functions should be obtained from the procuring activity or as directed by the Contracting Officer.)

3. REQUIREMENTS

3.1 General. - All work areas, rooms, offices, laboratories, etc., located within a building or facility shall be readily identified so that these areas may be easily accessed on a routine basis for normal work or on an emergency basis for fire/rescue efforts.

3.2 Room Numbering. - The requirements for numbering of work areas, rooms, offices, laboratories, etc., shall be developed by the responsible design organization during the design of the building. A four-digit numbering system shall be utilized for all multistory buildings by using a 1000-series number for each room on the first floor, a 2000-series number for each room on the second floor, and a 3000-series number for each room on the third floor. Each succeeding floor shall use

the next higher thousand-series number. Smaller buildings such as one-story structures may use numbers with fewer digits.

3.3 Facility Area Numbering. - The numbering of work areas, rooms, offices, laboratories, etc., in nonconventional facilities shall be by the area of the facility. An alphanumeric numbering system shall be utilized for these facilities similar to that shown in figure 1. The first digits shall indicate the floor number; the second series of digits shall be the area designation, followed by the room number.

3.4 Room Identification. - Card-type attachment holders and room numbers shall be provided and installed at each corridor door as shown in figure 2. Card holders shall be used to identify the room type (e.g., Conference Room, Mechanical Room, Communications Room, etc.). Permanent signs shall identify bathrooms or water closets and room numbers as shown in figure 2. These permanent signs shall be phenolic-type plastic with engraved or embossed 25-millimeter- (1-inch-) high characters.

3.5 Room Location Signs. - Permanent directional-arrow signs shall be used in all multistory and complex one-story buildings to identify room locations. These signs shall be placed at corridor intersections and in front of entrance doors, stairs, and elevators. These arrows shall specify room numbers in each directional location.

3.6 Nonpermanent Signs. - Nonpermanent signs, office names, and personnel names shall not be required to be provided or installed in construction contracts. The organization identification shall be the responsibility of the organization assigned to occupy the designated space. Office-name and personnel-name signs shall be fabricated from cardboard with top paper equal to or similar to Embosograph and installed in card-type attachment holders FSN 9905-00-634-1375.

4. QUALITY ASSURANCE PROVISIONS

Quality assurance provisions shall be in accordance with the provisions of the design contract.

5. PREPARATION FOR DELIVERY

Preparations for delivery shall be in accordance with the provisions of the design contract.

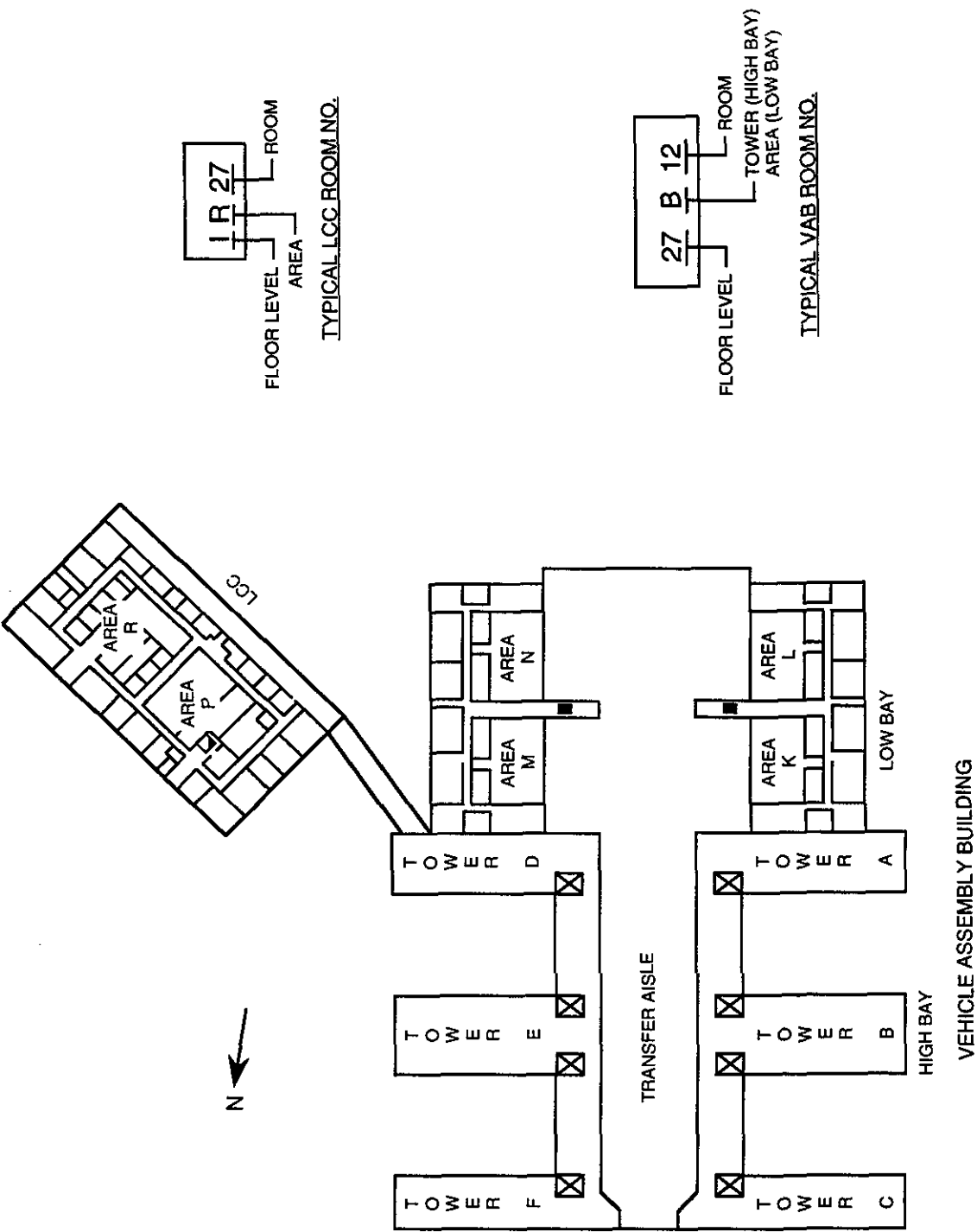
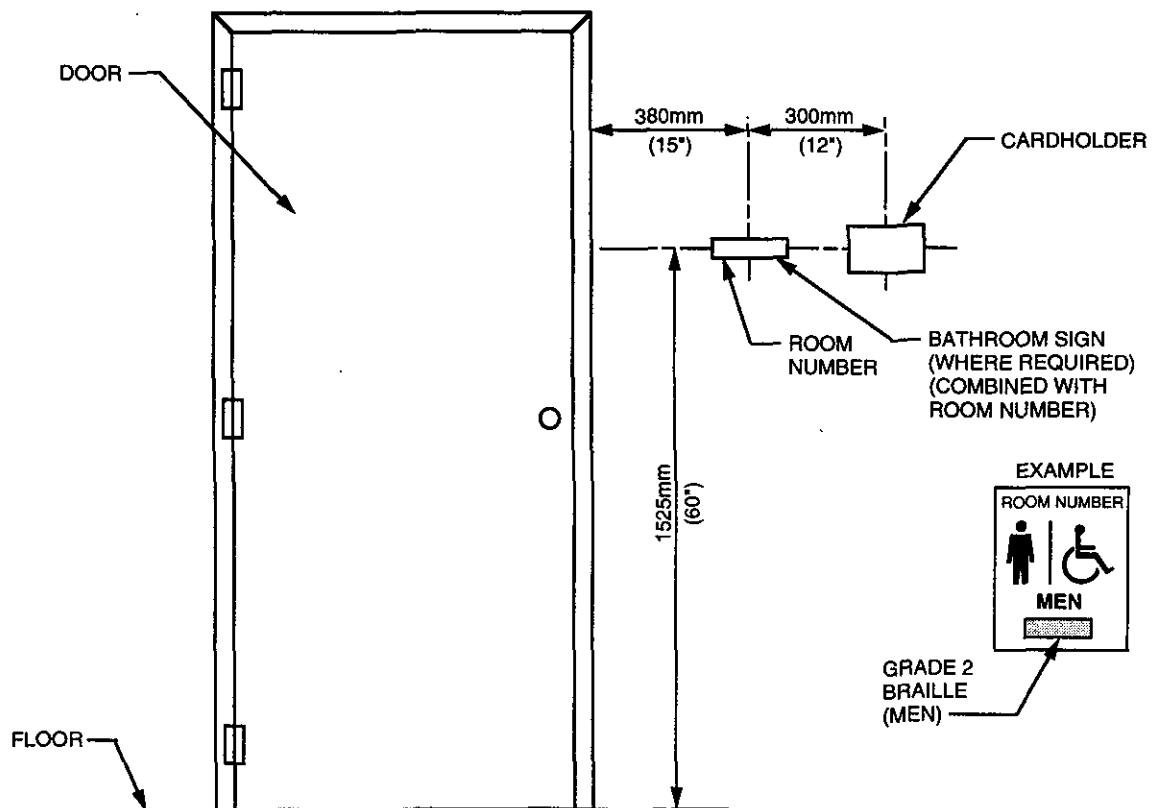


Figure 1. Facility Area Numbering



NOTE:

ROOM NUMBERS AND CARDHOLDERS SHALL BE INSTALLED ON THE WALL ADJACENT TO THE LATCH SIDE OF DOOR. WHERE NO WALL SPACE EXISTS ON LATCH SIDE OF DOOR, INCLUDING AT DOUBLE LEAF DOORS, SIGNS SHALL BE PLACED ON THE NEAREST ADJACENT WALL.

Figure 2. Room Identification

6. NOTES

6.1 Intended Use. - This standard is intended to establish uniform engineering practices and methods for identification of rooms and other work areas within buildings and other facilities located at the John F. Kennedy Space Center.

6.2 Definition. - For the purpose of this standard, the following definition shall apply.

Nonconventional facilities. - Nonconventional facilities are program oriented or experimental in nature and include test stands, launch complexes, operational or research facilities, towers, and similar special-purpose facilities whose structures are characterized by unusual or inadequately defined loading conditions, a lack of established design precedents, or frequent modifications to support changes in the operational requirements.

NOTICE. When Government drawings, specifications, or other data are used for any purpose other than in connection with a definitely related Government procurement operation, the United States Government thereby incurs no responsibility nor any obligation whatsoever; and the fact that the Government may have formulated, furnished, or in any way supplied the said drawings, specifications or other data is not to be regarded by implication or otherwise as in any manner licensing the holder or any other person or corporation, or conveying any rights or permission to manufacture, use, or sell any patented invention that may in any way be related thereto.

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Preparing Activity:

John F. Kennedy Space Center
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STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

INSTRUCTIONS

1. The preparing activity must complete blocks 1, 2, 3, and 8. In block 1, both the document number and revision letter should be given.
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I RECOMMEND A CHANGE:

1. DOCUMENT NUMBER
KSC-STD-6, Rev. D

2. DOCUMENT DATE
May 30, 1995

3. DOCUMENT TITLE

Cardholder Attachments and Room Numbers, Standard for

4. NATURE OF CHANGE (Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.)

5. REASON FOR RECOMMENDATION

6. SUBMITTER

a. NAME (Last, First, Middle Initial)

b. ORGANIZATION

c. ADDRESS (Include Zip Code)

d. TELEPHONE (Include Area Code)

7. DATE SUBMITTED

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